

## Vendor Addresses

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This is address and contact information pertaining to vendors. A vendor can have multiple addresses. When an invoice is entered for a vendor the address ID is also specified, designating where the check will be payable to.

**Address ID:** Allows maintaining multiple addresses for this vendor, such as a remittance address, as well as a physical address, etc. It is recommended to use PRIMARY as the vendor address to print on the check. The PRIMARY address will be defaulted on the invoice entry screen, but a different address may be selected.

**Address:** The address information printed on checks.

**Phone 1 & 2:** Used for internal use only.

**Fax:** Used for internal use only.

**Email:** Vendor's email address. You may email a vendor from the Vendors (list) screen, by locating the vendor, right-click, Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.

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